

# Kennedy NASA Procedural Requirements

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**Responsible Office:** Information Technology and Communications Services

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## KSC Records Management

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National Aeronautics and  
Space Administration

John F. Kennedy Space Center

### Change Log

Date	Revision	Description
07/10/10	Basic	New created document.
02/28/11	A	Document has been revised in Section 2.8, and item b, was inserted, to allow organizations to have flexibility in reporting their records.
06/28/12	A-1	Removed references to KSC Form 50-81 NS, Agency Survey Checklist and KSC Form 50-82 NS, Agency Annual Report as they are no longer required by the Agency Records Officer.
08/22/13	A-2	Deleted KSC-PLN-2641, KSC Records Management Assessment Plan and added KSC-PLN-2621, KSC Records Management Performance Surveillance Plan.
08/20/15	B	Document revision is due to recent updates to NPR 1441.1 and the addition of NRRS 1441.1. Administrative changes include, but not limited to, the removal of cancelled documents (KSC-UG-2620, KSC-PLN-2621, and KSC Form 50-80); and in Section 2.5.e, the training requirement from NARA was removed and the KSC Records Management training (onsite training) was added.
09/16/16	B-1	Minor admin. Change to Section 2.7.c to delete a reference to cancelled document KDP-KSC-M-1000, KSC Business Management System Manual.
07/24/18	B-2	Document revision is due to minor administrative changes in section 2.5.c to remove reference to Records 101 training; and section 2.5.d to modify titles of mandatory training for RLO, ARLOs and RCs.
11/19/2019	C	The Business Records Template (BRT), KDP-KSC-F-1147, was cancelled. The BRTs were consolidated into a SharePoint site to move towards a more streamline approach to managing records. The Records Management SATERN training modules were removed due to out-of-date material.
5/26/2020	C-1	Updated Sections P-5, 2.6.d and 2.7.b to line-up with NPR 1441.1 Section P-5.a (3).

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## **PREFACE**

### **P.1 PURPOSE**

This directive establishes correlation between requirements and responsibilities, and provides a systematic approach to effective and efficient implementation of records management at Kennedy Space Center (KSC). It provides a consistent way for all Center organizations to identify, collect, index, file, store, maintain, dispose, and retrieve records in accordance with established [NASA Policy Directive \(NPD\) 1440.6](#), [NASA Records Management](#); [NASA Procedural Requirement \(NPR\) 1441.1](#), [NASA Records Management Program Requirements](#); [NASA Records Retention Schedules \(NRRS\) 1441.1](#); and [KSC-R-1440.6 KSC-FilePlan](#).

### **P.2 APPLICABILITY**

This KNPR applies to all NASA Kennedy Space Center (KSC) personnel and KSC contractors to the extent specified in their contracts.

### **P.3 AUTHORITY**

[NPD 1440.6](#), NASA Records Management

### **P.4 APPLICABLE DOCUMENTS AND FORMS**

- a. [36 CFR 1223.1-24](#), Managing Vital Records
- b. [NPR 1441.1](#), NASA Records Management Program Requirements
- c. [NRRS 1441.1](#), NASA Records Retention Schedules
- d. [KSC-R-1440.6 KSC-FilePlan](#), KSC File Plan
- e. [KSC16-349](#), KSC Records Transmittal and Receipt

### **P.5 MEASUREMENT/VERIFICATION**

In accordance with [NPD 1440.6](#), NASA Records Management, and [NPR 1441.1](#), NASA Records Management Program Requirements, the Center shall conduct periodic internal self-assessments of records management implementation by organizations and projects to support the Agency review process. This approach will ensure identification of performance issues and allow appropriate analysis to direct enhancements for continuous improvement and successful overall compliance with records management initiatives.

## **P.6 CANCELLATION**

This revision cancels KNPR 1440.6, Rev. C, KSC Records Management, dated November 19, 2019.

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## **CHAPTER 1. Goal and Objective**

### **1.1 Goal**

KSC records shall receive the appropriate level of maintenance, cataloging, analysis, disposition management and archival to ensure protection of our valuable assets and preservation of our history. The goal of the KSC Records Management Program is to facilitate compliance with Agency and Federal requirements and provide a sound structure to allow ongoing continued improvement in overall performance of records management.

### **1.2 Objective**

The objective of the program is to clearly define the collaborative processes and responsibilities at the Center that support the implementation of Agency and Federal records management regulatory requirements. Effective methodology and practices are provided in a systematic approach to support Center and Agency-level assessments. Implementation of the program, as outlined in this directive, will facilitate efficient management and continuous improvement of Center records management initiatives.

## **CHAPTER 2. KSC Responsibilities**

### **2.1 Center Director**

The Center Director shall:

- a. Ensure the implementation of an effective Center Records Management Program in accordance with [NPD 1440.6](#) and [NPR 1441.1](#)
- b. Designate a Center Records Manager (RM) and Center Vital Records Manager (VRM).

### **2.2 Office of Chief Counsel**

The Office of Chief Counsel shall:

- a. Provide legal advice to the KSC RM on records management legal matters.
- b. Notify the KSC RM of any suspended or frozen records due to pending litigation.

### **2.3 Chief Information Officer**

The Chief Information Officer shall ensure implementation of electronics records management in accordance with [NPD 1440.6](#).

### **2.4 Procurement Office**

The Procurement Office shall:

- a. Ensure that appropriate KSC records management language has been incorporated into KSC contracts.
- b. Provide procurement advice on records management questions relative to contracts and solicitations.
- c. Coordinate requirements in solicitations and contracts, including appropriate data requirements, with the requirements' organization and the KSC RM to ensure proper records management requirements are included in appropriate procurements.
- d. Ensure KSC contractors who maintain NASA records dispose of them in accordance with contractual requirements.
- e. Ensure the proper close out and turn-over of Federal records upon completion of contracts.
- f. Coordinate with the KSC RM to ensure successful transfer of records.

## **2.5 KSC Directors and Managers**

KSC Directors and Managers shall:

- a. Ensure the execution of NASA records management function within their respective organizations through the implementation of an information and records management infrastructure and established processes.
- b. Ensure that adequate controls are in place to properly preserve their organization's records.
- c. Ensure all employees receive NASA "Records Management for Everyone" through the System for Administration, Training, and Educational Resources for NASA (SATERN), an on-line training website.
- d. Ensure the Records Liaison Officer (RLO), Alternate Records Liaison Officer (ALRO) and Records Custodians (RC) obtain KSC Basic Records Management and KSC Electronic Management training classes (onsite training).
- e. Ensure appropriate records management contract language is incorporated in all Statements of Work generated by the organization in accordance with [NPD 1440.6](#), Section 5.f(3).

## **2.6 KSC Records Manager and Vital Records Manager**

The KSC RM and VRM shall:

- a. Implement and oversee the KSC Records Management Program
- b. Facilitate the KSC Vital Records Program by coordinating with the KSC Emergency Preparedness Officer, Continuity of Operations Planning Coordinator, organizations' RLOs and contractor records managers in accordance with [NPD 1440.6](#), Section 5.m, and [36 CFR 1223.1-24](#).
- c. Serve as the KSC point of contact with the Agency Records Officer, National Archives and Records Administration and RLOs.
- d. Assess Center records management compliance periodically.
- e. Manage and track all record holdings at KSC and transfers to NARA.
- f. Facilitate the transfer to or return of Center records from NARA.

## **2.7 Records Management Office**

The KSC Records Management Office (RMO) provides direct support to the KSC RM as required. The RMO shall:

- a. Support the day-to-day operations of the KSC Records Management Program activities.



- b. Support the records management assessments.
- c. Support the KSC Internal Audit Program in accordance with [KNPR 1470.1](#), KSC Business Management System Documentation.
- d. Provide customer support for requests to retrieve stored records and forward retrieved records to the requesting customer.
- e. Provide records management support in the NASA Technical Records Center, including Center logistics and records transfers to NARA.
- f. Monitor Center records destruction activities and maintain associated records.

## **2.8 Records Liaison Officers and Alternate Records Liaison Officers**

The organization's RLO and ARLO shall:

- a. Implement the NASA records management policy and KSC records management practices to identify, select, preserve, maintain and dispose of the organizations' Federal records.
- b. Ensure all of the branches, offices and divisions in their organization have their records reported on the KSC File Plan, [KSC-R-1440.6 KSC-FilePlan](#).
- c. Provide directorate records management assessment support during surveillance and KSC internal audits.
- d. Provide support to VRM/KSC RM in identifying, collecting, indexing, filing, storing, maintaining, and retrieving, directorate vital records.
- e. Review (and forward to the KSC RMO) directorate formal KSC Records Transmittal and Receipt form (KSC 16-349) and provide approval for destruction or a justification for the extension for retaining records after they have reached the end of their required retention.

## **2.9 Records Custodians**

The organization's RCs shall:

- a. Implement the NASA records management policy and KSC records management practices to identify, select, preserve, maintain and dispose of the branch/division records.
- b. Provide branch/division records management support during assessments and KSC internal audits.
- c. Coordinate with the RLO/ARLO when major changes occur with the branch/division using the [KSC-R-1440.6 KSC-FilePlan](#).
- d. Consult with the directorate RLO/ARLO on problems concerning creation, maintenance, use, and disposition of records.

e. Monitor branch/division records ready for destruction or retirement and prepare (and submit to the RLO for concurrence) the KSC 16-349.

## **2.10 Technical Representatives**

Technical representatives are designated by the organization and shall:

- a. Provide the technical expertise to assist the RLO in determining the retention associated with their organization's records.
- b. Develop appropriate retention and disposition recommendations for unscheduled technical records including coordinating with the RLO and appropriate project and program managers.

## **2.11 Individual Personnel**

All KSC civil service personnel shall:

- a. Obtain Basic Records Management training including Records Management for Everyone through SATERN (on-line training).
- b. Ensure all records are properly dispositioned to the RLO/ALRO, RC, or the individual taking over the function upon their transfer, retirement, or termination.